

SNS Supply Chain Dashboard

Viewing Reports

Quick Reference Guide

Quick Tips

Logging in to CIT

1. Access Secure Data Network (SDN) at <http://sdn.cdc.gov> and type your challenge phrase.
2. The **SDN Activity Page** displays.
3. Select **SNS Supply Chain Dashboard**. The **Purpose and Confidentiality Statement** page displays. Follow the instructions to access the page.

Note: If you do not have a SDN digital certificate, contact the PHIN Helpdesk using the contact information below.

Getting Help

Click [Help](#) on the navigation panel and then click [Online Help](#) to display the online help system.

Note: You may also access the Online Help system by clicking the [Need Help?](#) link at the top of each screen in the application.

Contact the **PHIN Help Desk**

Phone: (800) 532-9929

Email: PHINTECH@cdc.gov

Hours: M – F, 8:00 A.M. – 8:00 P.M. Eastern Time

Dashboard Viewers

The following instructions explain how to view reports on the Dashboard.

Note: Report Naming Convention

The report naming convention is **mm-dd-yyyy report type** which indicates the date and type of report.

Example

09-17-2009 Current Supply, where:

- 09-17-2009 = mm-dd-yyyy (month-day-year)
- Current Supply = report type

To View a Report:

1. The reports shown are the most current reports for the period. To view reports for a different period of time, enter a start date and/or end date in the **Start Date** and **End Date** fields.
 - If you enter a start date without an end date, the system displays the message “Enter an end date”.
 - If you enter an end date without a start date, the system displays the message: “Enter a start date.”

The **Week of** field displays all reports for the date range you entered.

2. In the **Report Type** field, select the report you would like to view. The system refreshes the report page and displays the report you selected.

Important!

No options for printing, copying, or downloading the Dashboard data are provided. Every possible way of technically preventing these operations has been implemented.

Global Administrators and System Administrators are the exception—they have the authority to print, copy, and download from the Report view.